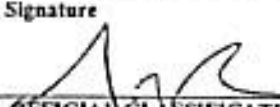
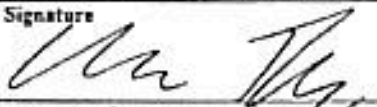


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, California		2. POSITION NUMBER SP00010	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Professional Work in the Natural Resources Management and Biological Sciences Group, 0400, September 2005					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	Life Scientist	GS	0401	13	
4. Supervisor's Recommendation	Life Scientist (RPM)	GS	0401	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any) RPM		6. NAME OF EMPLOYEE Linda Reeves			
7. ORGANIZATION (Give complete organizational breakdown)		a. Tribal Lands Section II			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 9		g.			
c. Superfund Division		h. Employing Office Location San Francisco, CA			
d. Partnerships, Land Revitalization & Cleanup Branch		i. Organization Code YEDD0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Sean Hogan, Supervisory Environmental Engineer		d. Typed Name and Title of Second-Level Supervisor Clarence Tenley, Supervisory Environmental Protection Specialist			
b. Signature 	c. Date 11/21/2016	e. Signature 	f. Date 1/20/16		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 42	
g. Bargaining Unit Code 1065	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (25 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature Dennis H. Burns		j. Date 01/19/2017
11. REMARKS Agency Standardized RPM PD #SP00010					

**ENVIRONMENTAL ENGINEER/ PHYSICAL SCIENTIST/ LIFE SCIENTIST (RPM)
GS-819/1301/401-13**

POSITION SUMMARY:

As a Remedial Project Manager (RPM) you will:

- Determine appropriate cleanup actions, methods, and tools for toxic and hazardous waste sites;
 - Direct contractual work efforts in cases where EPA must assume the cleanup duties to assure that federal funds are properly expended and that contractors are utilized effectively and efficiently;
 - Serve as a senior resource for complex site situations that involve toxic and hazardous waste cleanup;
 - Participate in, lead, or monitor enforcement activities;
 - Perform community relations activities within a public forum as a representative of the agency.
-

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

35%

Determine appropriate cleanup actions, methods, and tools for toxic and hazardous waste sites. Determine appropriate cleanup actions, methods, tools and technologies for toxic and hazardous waste site cleanup where the application of prior experience and established methods are insufficient to provide solutions. The following characteristics are commonly found at these sites: extensive sampling and assessment activities are required; innovative or alternative treatment technologies are frequent; ARARs (Applicable or Relevant and/or Appropriate Remediation Standards) are complex and may be unprecedented; environmental and public health and safety threats are major; several concurrent project activities by contractors and/or PRPs require oversight; environmental sensitivity due to the presence of endangered species or probable impact on natural resources; community concern and media attention are significant.

DUTY 2

25%

Direct contractual work efforts in cases where EPA must assume the cleanup duties to assure that federal funds are properly expended and that contractors are utilized effectively and efficiently. Serve as Work Assignment Manager for these efforts and prepare all necessary justifications upon completion of specific assignments. Perform contract management duties centered on the Statement of Work. This includes the evaluation of contractor performance, financial schedule, and planning and tracking schedule. Due to the

complex nature of NPL sites and that of CERCLA and SARA, these cleanups have significant expenditures with many line items and timelines that must be tracked to exacting standards and justified at a later date. Maintain accurate cost accounting records and follow procedures to support subsequent cost recovery actions. Coordinate and oversee the contributions of other federal, state local officials and PRPs. Manage the schedule of scientific/engineering, contractual, management, and informational documents, including preparation of Record of Decisions (RODs), administrative orders, and consent decrees. May exercise management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance or significant special provisions.

DUTY 3**20%**

Serve as a senior resource for complex site situations that involve toxic and hazardous waste cleanup. Maintain status of assigned Superfund sites and develop and maintain appropriate project plans, schedules, and time/cost estimates to initiate remedial planning, design, and cleanup. Provide technical oversight for work products to assure technical adequacy and consistency with agency practices and policies. Provide accurate and relevant technological leadership to team members and review technical work to insure the highest standards of scientific or engineering quality. Insure the achievement of specified program and project goals, milestones, and accomplishments.

DUTY 4**10%**

Participate in, lead, or monitor enforcement activities. Contribute to identifying PRPs, determine which ones will be identified, and what share will be recovered. Direct and oversee responsible party effort during remedial cleanups to assure compliance with all requirements of applicable enforcement documents and the National Contingency Plan (NCP). Responsible for preparation of enforcement cases and documents, providing expert testimony in court cases, performing responsible party searches, and providing expert enforcement guidance. Negotiate agreements with federal and non-federal agencies, contractors, PRPs, and industrial firms. Represent the region during complex negotiation sessions with PRPs concerning all aspects of remedial cleanups.

DUTY 5**10%**

Perform community relations activities within a public forum as a representative of the agency. Represent the region and the agency in contacts with the public, industry officials, public officials, and the news media regarding complex and/or controversial matters. Attend news conferences, news media interviews, and public meetings. Public meetings often include concerned citizens from low-income and underserved communities. Exercise tact and diplomacy of the highest order in representing regional viewpoint. Presentations involve large amounts of preparation time and involve complex and/or controversial subject matter. Convey

Standardized PD – RPM, GS-13 (FPL: GS-13) UPDATED 2/4/13 RTP-SSC

agency standpoint to a variety of audiences to elicit cooperative and constructive responses from negotiating parties.

Area of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

- 1) Ability to evaluate and utilize hazardous waste site cleanup techniques and technologies;
 - 2) Knowledge of environmental laws, regulations, and statutes;
 - 3) Knowledge of enforcement case development involving hazardous waste site investigation and remediation, fact-finding, and collection and preservation of evidence;
 - 4) Ability to establish goals and assess progress toward their achievement and to adjust work operations to meet changing program objectives;
 - 5) Knowledge of Federal Acquisition Regulations (FAR), cost control procedures, and cost accounting record keeping and procedures;
 - 6) Skill in oral communication;
 - 7) Skill in written communication.
-

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required By the Position

Level 1-8 (1550 Points)

Mastery of advanced concepts, principles and practices of biological or physical science or engineering in order to serve as technical authority on all aspects of hazardous waste site cleanup and management. This would include conducting studies on site characterization for determining public and environment health risks, conducting evaluations for site remediation and design, and selection of innovative alternatives for site design implementation that use cutting edge technology.

Knowledge and skill in assessing the impact and risk of hazardous and toxic waste on public safety and the environment.

Knowledge of Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), the National Contingency Plan (NCP), National Environmental Policy Act (NEPA), Resource Conservation Recovery Act (RCRA), Clean Water Act (CWA), Clean Air Act (CAA), Federal Facility Compliance Act (FFCA), Base Closure and Realignment Issues (BRAC), hazardous waste regulations, and other environmental statutes.

Specialized safety training as required in order to meet field health and safety standards.

Expert level skill in establishing goals and assessing progress toward their achievement; and in adjusting work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.

Expert skill in negotiation and persuasion techniques sufficient to explain and justify management's position, negotiate remedial cleanup responsibility with PRPs, negotiate agreements with federal and non-federal agencies, contractors, PRPs, and industrial firms, and justify persuasively to media and public agency position in Superfund matters.

Skill in investigation techniques, analyzing complex situations, problems and legal issues, and making sound decisions based on conclusions.

Skill in written communication to prepare case documents, elicit cooperative and constructive responses from negotiating parties, and to prepare reports.

Factor 2 - Supervisory Controls

Level 2-4 (450 Points)

Supervisor makes assignments in terms of assigning specific sites along with functional responsibilities, broad overall objectives, and available resources. Scope, approaches, possible time frames, and potential execution phases are mutually discussed. Assignments are performed independently with wide latitude for the exercise of judgment in resolving technical and administrative problems. Work is coordinated with others as necessary, conflicts are resolved independently, and policy and regulatory requirements are interpreted in terms of established objectives. Supervisor is kept abreast of unusual or controversial problems while recommendations and comments are generally accepted as technically accurate and are reviewed only in terms of policy changes. Completed work is reviewed in terms of broad objectives, compliance with policies and regulations, overall approach, feasibility of recommendations, adherence to requirements, and effectiveness of meeting requirements and producing expected results.

Factor 3 - Guidelines

Level 3-4 (450 Points)

The incumbent uses very general guidelines and precedents which are often insufficient, inapplicable to the assignment, or have gaps in specificity requiring considerable interpretation and/or adaptation for application to the particular issues and problems. For instance, federal and state guidelines include regulation such as Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Superfund Amendments and Reauthorization Act (SARA), the National Contingency Plan (NCP), National Environmental Policy Act (NEPA), Resource Conservation Recovery Act (RCRA), Clean Water Act (CWA), Clean Air Act (CAA), Federal Facility Compliance Act (FFCA), Base Closure and Realignment Issues (BRAC), hazardous waste regulations, and other environmental statutes. Other types of guidelines include technical and scientific literature and state-of-the-art treatment, storage, and disposal of hazardous waste materials to conduct investigative studies and pursue response activities, as well as correct problem sites. The RPM exercises judgment and initiative in modifying the application of these guidelines when not directly applicable to specific site situations that have

intricate issues and problems. In this instance, new methods and criteria may be developed, new policies and practices may be proposed, and research contributes to data on new trends and patterns. These potentially contribute to nationwide procedures and guidelines for which existing guidelines are lacking or are technically inadequate.

Factor 4 - Complexity

Level 4-5 (325 Points)

The work includes a resolution of critical and highly unusual engineering/science problems, development of innovative approaches or guides, and /or the determination of the effectiveness and validity of proposed or current policies, practices, and programs. Assignments for the RPM are of such breadth, diversity, and intensity that they involve many varied and complex features that involve serious and difficult to resolve conflict between engineering, science, and management requirements. The work requires originating innovative techniques and practices, establishing criteria and standards applicable to a wide range of engineering/science problems and conditions, and/or developing new state-of-the-art scientific/engineering concepts or approaches. The position works in a highly complex technical area with far reaching socioeconomic ramifications, under close public scrutiny, and with direct responsibility for planning and public response actions. Serves as technical advisor to management representatives in third-party proceedings.

Factor 5 - Scope and Effect

Level 5- 5 (325 Points)

The work involves isolating unprecedented issues and unknown conditions found on Superfund sites, formulating new theories and exploring phenomena while developing, testing, and advising on new technologies, methods, approaches, and providing expertise on a broad range of science/engineering programs.

The work results affect efficiency, feasibility, security, integrity and safety of a range of agency activities at Superfund site cleanups and a wide range of program activities. Decisions affect public health and the environment and generate interest from federal, state, local officials, the media, concerned citizens, and environmental groups. Advice and guidance affect the work of other professional experts and officials both within and outside the agency.

Factor 6/7 - Personal Contacts/Purpose of Contacts

Level 3c (180 Points)

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, concerned citizens from underserved or low income communities, environmental advocacy groups, and in some cases, the media and elected officials.

The purpose of the contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive and controversial. Contacts are also undertaken to plan, coordinate, provide advice on work efforts, or resolve operating problems in dealings with others who are working on mutual goals.

Factor 8 - Physical Demands**Level 8-2 (20 Points)**

The ability to travel by air and surface vehicle is required, as well as periodic physical examinations where there is potential for exposure to toxic and hazardous materials. Considerable walking, stooping, bending, and climbing such as in performing construction activities, observe and study work operations, and conducting field inspections of potential hazardous material disposal sites are performed thus requiring the donning of respiratory protective equipment including a containment suit. Inability to meet these qualifications could result in endangerment of the incumbent and co-workers. Frequent travel is required with little or no advance notice and sometimes under adverse weather conditions. May lift up to 50 lbs in equipment and samples.

Factor 9 - Work Environment**Level 9- 2 (20 Points)**

The work involves regular and recurring exposure associated with superfund cleanup sites. These include to moderate risks, discomforts, and unpleasantness such as toxic chemicals, variety of temperatures, and potentially adverse weather conditions, contagious diseases, carcinogenic materials, noxious fumes, flammable liquids, radiation, or potentially pathogenic bacteria. Special safety precautions such as protective clothing and gear are necessary.

Total Points: 3320**GS-13 Grade Range: 3155-3600**

Position Risk Designation: Moderate Risk**FLSA Designation: Non-exempt at GS-07/09; Exempt at all other levels****Functional Code: 42**

Conditions of Employment:

- 1) Position requires up to ___% travel. A valid driver's license is required.
- 2) Must meet ongoing specialized safety training requirements in order to meet field health and safety standards.
- 3) Position is covered by Medical Monitoring Program.